

Warren County Board of Supervisors

Committee: **SUPPORT SERVICES**

Date: **April 24, 2006**

Committee Members Present:

Supervisors Sheehan
 Mason
 Gabriels
 Kenny
 VanNess

Committee Members Absent:

Supervisors Monroe
 Girard

Others Present:

Julie Pacyna, Purchasing Agent
Francis X. O'Keefe, Treasurer
Robert Lynch, Deputy County Treasurer
William H. Thomas, Chairman
Nicholas Caimano, Budget Officer
Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Supervisor Barody
Supervisor Stec
Debra L. Schreiber, Legislative Office
Specialist

Mr. Sheehan called the meeting to order at 11:18 a.m.

Privilege of the floor was extended to Mrs. Pacyna, Purchasing Agent, who distributed copies of her Agenda packet to members of the committee, a copy of which is on file with the minutes.

Relative to the first item on the Purchasing Department Agenda, Mrs. Pacyna apprised since she had become Purchasing Agent, there were several issues that arose regarding the Purchasing Policy which she had questioned. Therefore, she said pursuant to her meeting with Paul Dusek, County Attorney, on April 18, 2006 he was making the necessary changes/clarifications to the Purchasing Policy. For example, she said, various departments were not obtaining quotes or bids even though the prices were lower than State contract.

Referring to the second item on the Agenda, eBay, Mrs. Pacyna informed the committee their eBay account had been hijacked. She stated she removed three items from the listing and contacted eBay Support to remove the other three listings; however, they were taking extra security measures to ensure the hijacking did not happen again. Mrs. Pacyna stated Rob Metthe, Information Technology (IT) Director, felt someone used Spyware or there were "fishing emails", which she explained her department does not answer. She noted the credit card and financial

information was not affected as that information was on a separate server. Mrs. Parsons and the committee thanked Mrs. Pacyna for a fantastic job in addressing this problem so quickly and efficiently.

Messrs. Barody, W. Thomas and Stec entered the meeting at 11:22 a.m.

With respect to Item 2B, eBay storage room, Mrs. Pacyna advised she was concerned about the liability of her employees as there were many non-eBay related items in the storage room. She stated she had notified Buildings and Grounds many times relative to the condition of the room and it appeared as though someone had been there but not much had been accomplished. Mr. VanNess recommended that Mr. Morehouse and his crew remove all non-eBay related items from the storage room and Mr. Morehouse and Mrs. Pacyna would have access to the only key.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously authorizing the Buildings & Grounds Department to clean the eBay storage room and further Mr. Morehouse and the Purchasing Department would have possession of the key.

Referring to the last item on the Agenda, Mrs. Pacyna advised Russ Scherrer of Auctions International, Inc., had proposed selling the surplus County vehicles on-line (on his website) in addition to the auction at BOCES (Board of Cooperative Educational Services). She said he felt his service reached a core group of individuals that looked for these particular items. Mr. Kenny inquired why the vehicles were not listed on eBay, which he thought reached a broader market, and she responded the County Attorney felt there was a liability issue. Mr. VanNess suggested getting clarification from the County Attorney because he had seen other vehicles sold "as is". Mrs. Pacyna reminded the committee a new RFP (request for proposal) would be needed if they decided to accept the proposal by Mr. Scherrer.

Mrs. Pacyna concluded the Purchasing Department portion of the meeting at 11:25 a.m. and left the meeting.

Mr. W. Thomas entered the meeting at 11:25 a.m.

Privilege of the floor was extended to Frank O'Keefe, County Treasurer, who commenced his meeting by requesting to create a new position of Junior Accountant to assist with the additional workload the department had undertaken; i.e., Occupancy Tax, health insurance, National Grid and the Tobacco Entitlement Program. In addition, he noted there were a couple employees currently out on disability and Mr. O'Keefe related Richard Murphy, accountant in the Treasurer's

Office and Deputy Commissioner of Fiscal Services, worked approximately 50-60 hours a week assisting with the budget as well as assisting the Board of Supervisors. By approving the request, he stated, his department should be able to provide the concise information necessary with the backup analyses on a timely basis.

Mr. Sheehan queried 1) whether he anticipated creating a new position at budget time; and 2) if the employees that were out on disability were working, would he still make this recommendation. Mr. O'Keefe replied his department had been overwhelmed for a long period of time and with a \$110 million budget, they should be able to provide accurate, on-time information. Mr. VanNess asked whether the issues between the IT Department and the Treasurer's Office had been resolved. Mr. O'Keefe stated the problems in the past between IT, Purchasing, Auditor and the Treasurer's office had been resolved resulting in audits being distributed on time.

Mr. O'Keefe remarked tremendous headway had been made with National Grid. For 23 years, Mr. O'Keefe stated they had been paying penalties on utilities but soon Warren County would become the first County in the State to pay these services online.

Mr. VanNess asked if the two employees returned to work and the committee approved a temporary part-time accountant position this year that became full time next year, whether that would be sufficient. Robert Lynch, Deputy Treasurer, replied a temporary, part-time accountant with a four year degree would be difficult to find and not cost effective. Mr. Caimano noted Mr. O'Keefe had the funds in his budget. Mr. Kenny queried about the duties and responsibilities and Mr. O'Keefe replied the primary duties would be to train a junior accountant to bring his department current as well as complete the analyses when due. There was a considerable amount of funds set aside for administrative costs in the Tobacco Entitlement Program that Mr. O'Keefe suggested transferring.

Mr. Barody expounded the County Administrator, who had the best understanding of the workings of the departments, should be able to interact with the department heads on these issues. He said they created her position so she could make recommendations to the committee and he would make this suggestion at the Personnel Committee.

Mrs. Parsons explained she had previously discussed with the Budget Officer the workload and amount of hours Mr. Murphy dedicated to Warren County. She said Warren County could be better served if he delegated a portion of his duties to the Junior Accountant. She said she questioned whether the salary for the Junior

Accountant position was sufficient noting the Fiscal Managers salary was \$43,000. Mr. O'Keefe stated he felt \$40,000 for an entry level Junior Accountant would suffice. Based on the recommendation of Mrs. Parsons and the availability of funds within the Treasurer's budget, Mr. Mason supported creating the position of Junior Accountant. In response to an inquiry by Mr. Kenny, Mr. Lynch replied there were no other Junior Accountant positions in the County. Mr. Barody emphasized the continuous need for the County Administrator to review the distribution of workloads within the departments.

Mr. O'Keefe stated he did not believe they would be promoting from within but would recommend the position have the Civil Service classification. Due to the nature of the work performed, Mrs. Parsons remarked they may want this position exempt from the union. In addition, she said she assumed Mr. O'Keefe would hire provisionally; otherwise, it could be 18 months before the position would be filled.

Mrs. Parsons related Nancy Hafner, Deputy Administrator, who performed a majority of the budget check work, had not returned to work but she anticipated delegating these duties to her Confidential Secretary.

Motion was made by Mr. Mason, seconded Mr. VanNess and carried unanimously approving the request as outlined above and refer same to the Personnel Committee. A copy of the Request to Create New Position is on file with the minutes.

There being no further business to come before the Committee, on motion by Mr. Mason and seconded by Mr. VanNess, Mr. Sheehan adjourned the meeting at 11:50 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office

Specialist